

# Executive Meeting Minutes

## 11/09/2023

---

11 Sep 2023 / 8:00 PM / Google Meet

### INVITEES

Francine Vickery (Chair), Joy Richman (Vice President), Lisa Hermanson (Registrar), Liz Stokes (Treasurer), Mariana Carrasco-Teja (Secretary), Alex Kouzas (Head Coach)

Meeting called to order at 8:05 p.m.

### AGENDA

#### Acceptance of Agenda

Francine moved, unanimous approval.

#### Acceptance of Previous Meeting Minutes (23 Aug 2023)

Francine moved to accept revised minutes, unanimous approval.

#### Follow up from previous meeting

- Meeting trial swimmers: all are covered.
- Swim caps: President, Vice President and Registrar have a large supply and are handing them out to all current members and new swimmers. Reminder to tell swimmers that silicone caps are smaller than latex. Silicone caps are \$15.00. An email went out offering the Silicone caps for sale. Consider dropping the price to improve sales but table this until January 2024.
- Follow up on coaches certification courses: to register in swimBC as a coach they need the 101 course. We will check if the MSABC has funding for coaches to take the courses. In any case, the club has enough funds, and the board thinks paying for the 101 course after a coach's probationary period is a good idea.
- Sponsored AGM dinner in Fall: one option is to have it at UBC's alumni centre, in one of the classrooms. Secretary will figure out more details about room costs, food, etc. but it seems there is enough budget to cover all or most of the room costs and "simple" food (no alcohol).

#### Officer Reports

- President: President & Treasurer set up the club's financial records with OnlineLedgers, a bookkeeping company. From now on, OnlineLedgers will maintain the club's financial records. Treasurer and President have access to QuickBooks and the club's financial records through OnlineLedgers' portal and website
- Vice President: Waitlist status (44 swimmers registered for the session). There are trial swimmers coming this week (there are 3 potential swimmers). We can invite 3 or 4 more people to trial-swim after this week.
- Treasurer: Have been working with the bookkeeper. Deposited Fall registration fees for for 29 swimmers registered for the Full Year and 15 registered for the Fall session. Payment to Swim BC for annual fees will be paid by cheque this year, as the amount is too large to expect the Registrar to pay out of pocket. Treasurer will follow up with OnlineLedgers about the tax return.

- Registrar: Everybody is registered (44 swimmers); some swimmers have yet to complete the SwimBC registration.
- Secretary: Some website updates, including uploading the previous meeting minute.
- Head Coach: Needs a code to complete the criminal record check. The board will look into it.

### **New Business**

- Information on/near contact form for new swimmers information on website. "Our club is full, but we are ..."

### **ACTION ITEMS**

- Post 23 aug 2023 executive meeting minutes on website.
- Treasurer to follow up with OnlineLedgers regarding tax returns

### **NEXT MEETING PLANNING**

Next meeting is planned for Monday, October 16, 2023 at 7:30 pm.

### **MEETING ADJOURNMENT**

Meeting adjourned at 9:09 pm.